



Departmental Quarterly Performance Report

Office of Management and Budget

**FY 2002-03
Third Quarter**

I. Performance Initiatives	Page 2
II. Personnel Status	Page 9
III. Financial Performance	Page 10
IV. Department Director Review	Page 12

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 1: To prepare the annual operating and capital budgets in a timely fashion in order to meet mandated deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Produce and make available the annual budget manual and ABDS updates for departmental use by mid-December each year• Distribute preliminary budget information by January 15 (each year)• Distribute Annual Operating and Capital Budgets by July 1 (each year)• Complete budget updates by July 15 each year• Distribute the Final Adopted Budget by November 1 each year <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely production of budget manuals and documents to successfully produce operating and capital budgets and multi-year capital plan. <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• Budget preparation on schedule	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 2: To inform the County Manager and Board of County Commissioners of quarterly revenue, expenditure and performance data for County departments in a timely manner.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Prepare and distribute all Quarterly reports within 60 days after books are closed for each quarter• Develop and maintain an on-going management information system available through the internet <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• The response time of producing quarterly reporting documents• Monthly updates of web-based revenue, expenditure, and performance data <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• The 2nd quarterly report to be based on new format; as a result completion has been delayed, and the report is expected to be released with third quarterly report in August	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 3: To develop and implement business planning and performance measurement systems in order to provide a more efficient and effective government</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Publish and distribute updated business planning and performance measurement manuals by November 1 (of each year)• Coordinate and monitor business development efforts by all departments <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Publication of documents by established due dates <p><u>Comment(s):</u></p> <ul style="list-style-type: none">◆ An Overview of Performance Measurement was presented for the April 14th Budget and Finance Committee meeting◆ Review of departmental business plans is on-going; special emphasis on aligning business plans with the strategic plan is underway	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 4: To provide annual updates to the Five-Year Financial Plan</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Complete and distribute the Five-Year Financial Plan by end of second quarter each year <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely completion of updated plan <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• Plan under development, delayed by loss of staff person directly responsible for compilation of the 5-year plan; format and timing of report to be discussed with County Manager	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p>Goal 5: To provide timely completion of research projects and special requests in order to meet prescribed deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Complete 90 percent of projects and special requests by stated deadline <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Special projects completed by deadline• Ratio of correspondence assignments received and successfully completed within specified deadlines <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• Due to budget book preparation time-line constraints, third quarter is reached only at 25% of the time. Increased emphasis will be placed on timely completion of quality products. Although completion of correspondence assignments by deadline continues to be a challenge, substantial improvement has been seen; based on year-to-date statistical data that will be reported on the 4th quarter, OMB has met 75% of the objective.	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p>Goal 6: To implement the BCC's incorporation policy and to work in a professional and courteous manner with communities desiring to incorporate</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">◆ Support all municipal advisory committees and successfully negotiate conceptual agreements with each group, including, Cutler Ridge, North-Central Dade, Northwest Dade, East Kendall, Fontainebleau, Goulds, Northeast, and Princeton/Leisure City/Naranja (PLANT) over the next 12 months◆ Negotiate annexation petitions with municipalities in a timely manner◆ Complete the transition of services and all required inter-local agreements with the Town of Miami Lakes by the third quarter of FY 2002-03◆ Begin transition of services and negotiate required interlocal agreements with the Village of Palmetto Bay◆ Perform the necessary studies, negotiations and agreements to fully implement all of the Incorporation and Annexation polices approved by BCC <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Attendance at Municipal Advisory Committees (MACs)• Successfully negotiated conceptual agreements with MAC in accordance with established timetables• Successfully negotiated annexation agreements with municipalities in accordance with established timetables	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

Comment(s):

- Staff support provided to all Municipal Advisory Committees MACs and plans to working to negotiate conceptual agreements with each group, including Cutler Ridge, North Central Dade, , East Kendall, Fontainebleau, Goulds, Northeast, Princeton/Leisure City/Naranja (PLANT), Redland and others
- Cities of Doral and Miami Gardens were incorporated.
- ◆ Boundaries Commission and Planning Advisory Board public hearings were scheduled for the annexation applications filed by Medley, Hialeah, Hialeah Gardens, and South and North Miami
- ◆ Gave departmental presentations to the different Palmetto Bay Committees; started negotiations on first interlocal, police contracts and parks transfers

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 7: To assist in the development of proposed bond issues for consideration</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• To provide staff support in assessing comprehensive capital needs of the County for bond issues <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Successful development of bond issues for consideration <p><u>Comment(s):</u></p> <ul style="list-style-type: none">◆ No bonds have been issued over the third quarter.◆ Staff proceeded with planning and development of a proposed General Obligation Program and met with staff from the Manager's office◆ Staff worked with the Finance department on preparation of bond issues to take place in the fourth quarter and the next fiscal year (IT projects, Answer Center, Golf Club of Miami)	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Goal 8: To prepare the County's annual Ryan White grant application, in compliance with all federal requirements, and obligate all direct Ryan White client service grant funds by July of each year</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Ensure needs assessment is completed by independent consultant and submitted to the Miami-Dade HIV/AIDS Partnership by June (each year)• Facilitate and support the Miami-Dade HIV/AIDS Partnership's process to establish service priorities and funding allocations, ensuring completion by August (each year)• Prepare and submit all required grant application materials to federal government by deadline established each year (usually end of September) <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely submission of documents <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• The Ryan White Title I grant application was submitted to the federal government by the established deadline of October 10, 2002. A notice of grant award was received in April 2003 for a retroactive grant period of March 1, 2003 through February 29, 2004. Total grant award received by the County is \$27.024 million	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u>Fiscal Responsibility</u></p> <p>Goal 9: To maximize grant opportunities and to assist departments in the coordination function.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Develop, maintain and update weekly, a grant resources web page as part of the County web portal to identify federal, state, local, private and international grant opportunities for County departments and community-based organizations; track the status of grants applied for and received by the various departments of the County <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely posting of new grant announcements to grants web page and e-mails to departments and community-based organizations• Assist departments in meeting grant proposal submission deadlines• Timely submission of grants status reports <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• Posted "Tools for Nonprofits" page to grants website• Initiated weekly e-mail grant announcements to community-based organizations• Continually monitored state and federal legislation and grant opportunities, with an emphasis on current and emerging opportunities, i.e. state budget proposals, bus security, port security, fire assistance, homeland security, Technology Opportunities Program and revenue maximization opportunities• Conducted grants related training for homeless providers, health and human services providers and organizations in the Haitian community	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Goal 10: To provide budget support to Efficiency and Competition Commission (ECC).</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none">• Monitor departments for cost savings throughout year in conjunction with Office of Performance Improvement• Identify efficiency options in cooperation with operating department staff throughout year to meet or exceed budgetary goals established by Manager, Mayor and BCC <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none">• Timely provision of efficiency reports <p><u>Comment(s):</u></p> <ul style="list-style-type: none">• Identified FY 2002-03 savings of approximately \$8.541 million in the Countywide General Fund, \$857,000 in the Unincorporated Municipal Service Area (UMSA) General Fund (GF), and \$14.129 million for all funds.• FY 2003-04 savings are estimated to be \$15.083 million in the Countywide General fund, \$267,000 in the UMSA GF, and \$19.913 million for all funds.	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>	
Goal 11: To complete office reorganizations and to improve span of control and the quality and timeliness of deliverables.	<u> </u> <i>Strategic Plan</i> <u> X </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> <u> </u> <i>Customer Service</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____ <i>(Describe)</i>
<u>Objective(s):</u> <ul style="list-style-type: none">• Improve span of control and the quality and timeliness of deliverables	
<u>Performance Measure(s):</u> <ul style="list-style-type: none">• On-time submission of quality reports	
<u>Comment(s):</u> <ul style="list-style-type: none">• Hired replacements for staff that left office. Implemented retention plan approved by CMO	

Departmental Quarterly Performance Report**Department Name:****Reporting Period:****PERSONNEL SUMMARY*****A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	43	54	43	11	49	5	49	5		

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:***B. Key Vacancies***

C. Turnover Issues: *Office of Management and Budget experienced high rates of turnover during the last two quarters however the situation has been stabilized. As noted above, a retention plan has been implemented after approved by the County Manager's office.*

D. Skill/Hiring Issues***E. Part-time, Temporary and Seasonal Personnel***
(Including the number of temporaries long-term with the Department)

F. Other Issues: *Space for Ryan White staff continuous to be a challenge, which must be resolved.*

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

FINANCIAL SUMMARY

Office of Management and Budget (All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	3 rd Quarter		FU 2002-03 Year-to-date (1 st 2 nd and 3 rd Quarter)			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues	General Funds							
Total								
Expense*								
Personnel	\$2,437	\$2,905	\$726	\$920	\$2,179	\$2,719	\$540	93.60%
Other Operating	\$171	\$128	\$32	\$212	\$96	\$443	\$347	346.10%
Capital	\$10	\$3	\$1	\$2	\$2	\$3	\$1	100%
Total	\$2,618	\$3,036	\$759	\$1,134	\$2,277	\$3,165	\$888	104.25%

Note: Other operating expenses are higher than anticipated due to application and programming contract and increased annexation and incorporation expenses. Personnel expenses are slightly higher due to separation costs. The salary reimbursements are reflected at year-end.

Health and Human Service - Ryan White Title I CARE Grant (All Dollars in Thousands)

Ryan White Title I Grant Year (FY 2003-04) runs from 3/1/2003 through 2/28/2004

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	1 st Quarter		YTD 2003-04			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Fed. Grants	\$26,563	\$27,024	\$6,756	\$0	\$6,756	\$0	(\$6,756)	0%
♦ Carryover	\$776	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total	\$27,339	\$27,024	\$6,756	\$0	\$6,756	\$0	(\$6,756)	0%
Expense*								
Administration	\$829	\$1,351	\$338	\$177	\$338	\$177	\$161	13%
Contractual Svcs.	\$26,510	\$25,673	\$6,418	\$709	\$6,418	\$709	\$5,709	3%
Total	\$27,339	\$27,024	\$6,756	\$886	\$6,756	\$886	\$5,870	3%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Notes for Ryan White:

1. First quarter information includes 3 months (March 2003 – May 2003) based on Ryan White Grant fiscal year.
2. Carryover amount at the discretion of the federal government.
3. Administrative expenditures are not evenly distributed throughout the fiscal year.
4. Drawdowns are made in arrears as needed to reimburse the County based on documented expenditures.

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

Equity in pooled cash (for proprietary funds only) (All Dollars in Thousands)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	02/28/03	05/31/03			
SO 720 720	(\$2,535)	(\$876)			
Total	(\$2,535)	(\$876)			

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

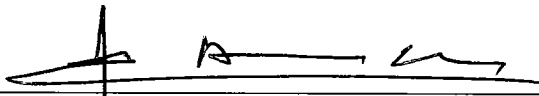
Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Budget amendments needed to offset salaries in light of new hires, termination payments, and costs associated with staffing the municipal advisory committees.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Signature
Department Director

Date 7/30/03